## 03.01.pngLesson Three: Character Formatting

## Software Orientation:

Which Ribbon is the FONT group located and what is its main purpose?

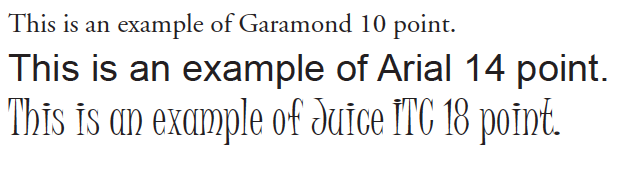
What is the purpose of formatting text?

## Changing Fonts and Font Sizes

* A ***character*** ?
* A ***\_\_\_\_\_***is a set of \_\_\_\_\_\_\_\_that have the **\_\_\_\_\_\_** design.
* Each font has a unique name, such as Garamond or Arial.
* Microsoft Word has a variety of fonts and font sizes to help you communicate your intended message in a document.
* Font sizes are measured in \_\_\_\_\_\_\_
* ***Point size*** refers to the what?
* What is the range of point size?

## Changing Font and Font Sizes

* The Font group in the Home tab contains menus for changing both font type and font size.



* You can also access the same commands using the Mini toolbar or by right-clicking to access a shortcut menu.
* To change text font or size using any of these tools, you first­­­\_\_\_\_\_\_\_?
* Another Way: to change the size of text is to select the text and click the Grow Fontgrow.png button to increase the font size or the Shrink Font shrink.png button to decrease the size.
* ***Keyboard shortcut : Ctrl + shift + > increase font, ctrl + shift +< decrease font…try it!***

## Applying Character Attributes

* Why would you change the appearance of text?
* You can use these attributes one at a time, such as **Bold**, or together, such as **Bold Underline**.

*Try it: Change the font color of this sentence to Ice blue, Background 2,Darker75%( hint: if you mouse over the color the name appears)*

*Key the following sentence in 14 point black, Bold, Italic, Times New Roman: The quick brown fox jumped over the lazy dog.*

* Select the text to apply one or more of the character attributes using the Font command group, the Mini toolbar, or keyboard shortcuts or by right-clicking to access a shortcut menu.
* In the Font Dialog box there are several options you can apply to text, list them:
* New to the Font command group is ***\_\_\_\_ \_\_\_\_\_\_\_***: add a distinctive appearance to selected text, such as outline, shadow, glow, and reflection.
* To add Text Effects to selected text, click the drop-down arrow on the Text Effects button, then select from the available options on the menu.
* To remove effects, select the affected text, then click the Clear Formatting button on the Font group.

## Changing Case

* When you need to change the case (capitalization) of text, Word provides several options and an easy way to choose the one you want.
* The Change Case menu in the Font group has five options for changing the capitalization of text:
* **Sentence case**:
* **lowercase**:
* **UPPERCASE**:
* **Capitalize Each Word**:
* **tOGGLE cASE**:

## Format Painter

To format your text so that it has the look and feel you want, you may need to copy existing formatting.

The Format Painter helps you ??

The Format Paintercommand is located in the ­­­­\_\_\_\_\_\_\_\_\_\_group on the Home tab.

It is used to copy attributes and other formatting from one block of text and apply them to other selected text within the document.

When you activate Format Painter, the mouse pointer becomes a \_\_\_\_\_\_\_\_

What happen the mouse pointer is clicked only once?

What happens when the mouse pointer is double-clicked?

## Formatting with Styles

Word provides predefined Quick Styles for formatting documents instantly with a number of characters and paragraphs attributes.

Modifications can be made to existing styles, or new styles can be created and placed in the Quick Styles

When you choose ***\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_***, the formats are applied instantly to all text in the paragraph where the insertion point is located, whether or not that text is selected.

Styles created for paragraphs are marked in the Styles window by a paragraph mark to the right of the style name.

***Character styles*** are applied to individual characters or words that you select.

* Character styles have a lowercase letter *a* beside them.
* Sometimes, a style can be used for either paragraphs or characters. These linked styles have a paragraph symbol as well as a lowercase *a* beside them. Select the text to which you want to apply a linked style.

## Modify Styles

This is a certification skill.

List and describe how to modify a style.

## Removing formatting

Where is the clear formatting button?